



**TO:** The Honorable the Members of the Board of Regents

**FROM:** William P. Murphy *William Murphy*

**SUBJECT:** Amendments to the Professional Standards and Practices Board for Teaching (PSPB) Bylaws Adopted by the PSPB Members at Their May 2020 PSPB Meeting

**DATE:** May 28, 2020

**AUTHORIZATION(S):** *Sharon L. Tabor*

#### SUMMARY

##### **Issue for Decision (Consent)**

Should the Board of Regents approve amendments to the Professional Standards and Practices Board for Teaching (PSPB) Bylaws adopted by the PSPB members at their May 2020 PSPB meeting?

##### **Reason(s) for Consideration**

Review of policy.

##### **Proposed Handling**

This issue will come before the Full Board for action at its June 2020 meeting.

##### **Procedural History**

Not applicable.

##### **Background Information**

The PSPB for Teaching was established in 1998 by the Board of Regents to serve in a consultative and advisory capacity to the Regents and the Commissioner on matters pertaining to teacher education, certification and practice. The PSPB has two standing subcommittees – the Professional Practices Subcommittee that examines issues related to teaching practice and the Higher Education Subcommittee that handles issues related to teacher preparation.

The PSPB is currently composed of 26 members that includes P-12 teachers and administrators, higher education representatives, public representatives, and one teacher education candidate (Attachment A). Members are selected to represent diverse perspectives and serve four-year staggered terms, with the exception of the teacher education candidate who serves a single two-year term as a non-voting member.

### **Proposed Amendments**

At its February 2018 meeting, the Board of Regents discussed amendments to Section 3.14 of the Rules of the Board of Regents related to the composition of the PSPB. The proposed amendments are being presented at this June 2020 Board of Regents meeting for action.

Since the PSPB needed to amend its Bylaws to reflect the anticipated regulatory amendments, it took the opportunity to carefully review the Bylaws and update them with practices that will enable the group to function more productively. At their May 2020 meeting, the PSPB adopted amendments to the Bylaws that are described below (Attachment B includes the amended Bylaws).

- Align the Bylaws with the proposed amendments to Section 3.14 of the Rules of the Board of Regents related to the composition of the PSPB. Specifically, require that the PSPB have at least four members who are practicing, certified school building or district administrators in schools or districts. To accommodate four administrators on the PSPB, the required number of members practicing in New York State on the Board is increased from 21 to 23 and the total number of Board members is increased from 28 to 30. Additionally, require at least 15, instead of 14, of the 23 members to have had full-time experience as certified teachers in elementary, middle, or secondary schools.
- Align the Bylaws with Section 3.14 of the Rules of the Board of Regents, such as stipulating that members may again serve two terms in succession after a gap in service of at least four years and that the teacher education student representative on the Higher Education subcommittee shall be a non-voting member.
- Change reporting by the PSPB to the Board of Regents from an annual basis to as requested by the Regents, allowing for presentations as appropriate and giving more flexibility in the presentation of timely topics.
- Update the voting members on the Higher Education subcommittee, increasing the number of administrators and public representatives from one to two for each of these groups, decreasing the number of higher education representatives from seven to six, and permitting the teacher education student to participate, but not vote, on matters before the subcommittee.
- Require that at least one of the Higher Education subcommittee co-chairs be a higher education practitioner, and that at least one of the Professional Practices subcommittee co-chairs be a practicing teacher.
- Shift from six in-person meetings and two meetings by videoconference, to six meetings that may be conducted by videoconference as appropriate. This change

recognizes the advancement in videoconferencing technology in recent years and provides the needed flexibility to meet virtually, as appropriate, such as during periods when physical distancing measures are in place and winter months when there is inclement weather. The PSPB co-chairs would continue to be able to call additional meetings to complete the work of the group, in-person or virtually, if needed.

- Clarify that meetings shall include, but are not limited to, call to order, items of information, action items, discussion items, items for inclusion in future meeting agendas, and adjournment.
- Update the list of duties of the Secretary.
- Add a section heading to Article VII for formatting purposes.

According to the Bylaws, the amendments would become effective upon approval by the Board of Regents.

### **Related Regents Items**

February 2018: [New York State Professional Standards and Practices Board for Teaching Annual Report](https://www.regents.nysed.gov/common/regents/files/218brca3.pdf) (https://www.regents.nysed.gov/common/regents/files/218brca3.pdf)

February 2020: [Proposed Amendments to Section 3.14 of the Rules of the Board of Regents Relating to the Composition of the Professional Standards and Practices Board for Teaching](https://www.regents.nysed.gov/common/regents/files/220hed1.pdf) (https://www.regents.nysed.gov/common/regents/files/220hed1.pdf)

### **Recommendation**

It is recommended that the Board of Regents take the following action:

VOTED: That the Board of Regents approved the Professional Standards and Practices (PSPB) for Teaching Bylaws be amended, as submitted, effective June 24, 2020.

### **Timetable for Implementation**

If approved at the June 2020 meeting, the amended PSPB Bylaws will become effective on June 24, 2020.

**State Professional Standards and Practices Board for Teaching**

**2020 PSPB Board Members**

<p><b>Mr. David Babikian, Teacher</b> North Syracuse Central School District 5355 W. Taft Road North Syracuse, NY 13212 <b>Term Expires: June 30, 2020</b></p>	<p><b>Dr. April Bedford, Higher Education</b> CUNY Brooklyn College 2900 Bedford Avenue Brooklyn, NY 11210 <b>Term Expires: June 30, 2021</b></p>
<p><b>Ms. Kathleen Briggs, Teacher</b> Lake Placid Elementary School 318 Old Military Road Lake Placid, NY 12946 <b>Term Expires: December 31, 2023</b></p>	<p><b>Mr. Scott Brown, Administrator</b> Leptondal Elementary School 19 Main Street, P.O. Box 310 Walkkill, NY 12589 <b>Term Expires: June 30, 2023</b></p>
<p><b>Ms. Heather Buskirk, Public</b> K12 Online Learning Johnstown, NY 12095 <b>Term Expires: June 30, 2020</b></p>	<p><b>Dr. David Cantaffa, Higher Education</b> State University of New York System Administration State University Plaza 353 Broadway Avenue, Suite S-520 Albany, NY 12246 <b>Term Expires: June 30, 2021</b></p>
<p><b>Ms. Claire Carpenter, Student</b> 181 Fort Edward Road Fort Edward, NY 12828 <b>Term Expires: June 30, 2021</b></p>	<p><b>Dr. Frank Chiachiere, Public</b> Trustee, Valley Stream Board of Education One Kent Road Valley Stream, NY 11580 <b>Term Expires: June 30, 2023</b></p>
<p><b>Ms. Kathleen Ferguson, Teacher</b> Jessie T Zoller Elementary School 1880 Lancaster Street Schenectady, NY 12308 <b>Term Expires: March 31, 2023</b></p>	<p><b>Ms. Andrea Fortin-Nossavage, Teacher</b> Niagara Falls City School District 630 66th Street Niagara Falls, NY 14304 <b>Term Expires: June 30, 2022</b></p>
<p><b>Dr. Virginia Goatley, co-chair, Higher Education</b> SUNY Albany EDU 309 1400 Washington Avenue Albany, NY 12222 <b>Term Expires: June 30, 2020</b></p>	<p><b>Dr. Julie Gorlewski, Higher Education</b> University of Buffalo 509 Baldy Hall Buffalo, NY 14260 <b>Term Expires: September 30, 2023</b></p>
<p><b>Dr. Albert Inserra, Administrator</b> Long Island University-LIU Post Campus</p>	<p><b>Ms. Colleen Lester, Administrator</b> Cambridge Central School District</p>

720 Northern Boulevard Brookville, NY 11548 <b>Term Expires: November 30, 2022</b>	24 South Park Street Cambridge, NY 12816 <b>Term Expires: June 30, 2023</b>
<b>Ms. Katie Lobato, Teacher</b> Plattekill Elementary School 1270 Route 32 Plattekill, NY 12568 <b>Term Expires: November 30, 2022</b>	<b>Dr. Dwight Manning, Higher Education</b> Teachers College, Columbia University 525 W. 120th St. Box 97 New York, NY 10027 <b>Term Expires: June 30, 2020</b>
<b>Dr. Joanna Masingila, Higher Education</b> Syracuse University 230 Huntington Hall Syracuse, NY 13224 <b>Term Expires: September 30, 2023</b>	<b>Ms. Colleen McDonald, Public</b> Cambridge Central School 24 S. Park Street Cambridge, New York <b>Term Expires June 30, 2020</b>
<b>Mr. Derek Pope, Teacher</b> Commack High School 1 Scholar Lane Commack, NY 11725 <b>Term Expires: November 30, 2022</b>	<b>Ms. Theresa Reynolds, co-chair, Administrator</b> Orange-Ulster BOCES 53 Gibson Road Goshen, NY 10924 <b>Term Expires: December 31, 2020</b>
<b>Mr. David Rothfuss, Public</b> NYS United Teachers 800 Troy-Schenectady Road Latham, NY 12110 <b>Term Expires: June 30, 2023</b>	<b>Ms. Amanda Silvestri, Teacher</b> Karigon Elementary 970 Route 146 Clifton Park, NY 12065 <b>Term Expires: June 30, 2021</b>
<b>Ms. Pilar Sokol, Esq., Public</b> New York State School Boards Association 24 Century Hill Drive Suite 200 Latham, NY 12210 <b>Term Expires: June 30, 2020</b>	<b>Ms. Elizabeth Waite, Teacher</b> Union–Endicott Central Schools 1200 East Main Street Endicott, NY 13760 <b>Term Expires: June 30, 2020</b>
<b>Mr. Keith Wiley, Teacher</b> Houghton Academy, PS 69 1725 Clinton Street Houghton, NY 14206 <b>Term Expires: June 30, 2021</b>	<b>Mr. Waiho (Patrick) Wong, Teacher</b> International HS at LaGuardia Community College 45-35 Van Dam Street Long Island City, NY 11101 <b>Term Expires December 31, 2023</b>

**Attachment B**

**New York State Professional Standards and Practices Board for Teaching  
Amended May 2020**

**BYLAWS**

*Article I  
Purpose*

There is need for a professional board composed of educators and public representatives to consider critical issues in teaching and teacher education and to make recommendations to the Board of Regents and the Commissioner of Education. In accordance with this recognized need, a state professional standards and practices board for teaching is established.

Issues to be considered will include, but not be limited to, certification requirements for teachers, leaders, and other school professionals; cases related to incomplete professional development transcripts; granting of waivers and substitutions for certification requirements in special circumstances; moral character cases; accreditation of teacher education programs; criteria and training for conducting annual teacher performance reviews; beginning teacher mentoring programs; a code of ethics for teachers; teacher recruitment and retention in high needs areas and other such matters as are referred to it by the Board of Regents and the Commissioner.

*Article II  
Membership*

SECTION 1. The Board of Regents shall appoint members to serve on the State Professional Standards and Practices Board for Teaching, hereafter referred to as the "Board." The Board of Regents will consider the recommendation of the Commissioner of Education in making the aforementioned appointments.

SECTION 2. The Board shall be composed of thirty (30) members as follows:

- At least twenty-three (23) educators practicing in New York State; of this number,
  - at least fifteen (15) shall have had past full-time experience as certified teachers in elementary, middle, or secondary schools;
  - at least eleven (11) shall be practicing, certified teachers in early childhood, elementary, middle, or secondary schools; and
  - at least four (4) shall be practicing, certified school building or district administrators; and
  - at least seven (7) shall be representatives of 2-4 year postsecondary institutions that prepare teachers, including at least one administrator.

- Six (6) public representatives, including parents, school board members, and community and/or business representatives; and
- One (1) student, matriculated in a teacher education program at a college or university registered in New York State.

SECTION 3. The responsibility of the appointed members shall be to serve the stated purpose of the Board as set forth in Article I.

SECTION 4. Members, except for the student member, shall be appointed to serve a regular term of four years each. The student member shall be appointed to serve a regular term of two years, contingent upon student status.

Members shall serve no more than two terms in succession, except that a member may serve a succeeding third term if at least one of the preceding two terms was less than two years in duration. Members may again serve two terms in succession after a gap in service of at least four years.

SECTION 5. It shall be the duty of the Board to prescribe and implement attendance policies for the membership. Timely accomplishment of the Board's work shall underlie such policies.

*Article III*  
*Governance*

SECTION 1. The Board of Regents shall appoint co-chairs for terms of two years, one co-chair shall represent higher education and one shall represent P-12. The term shall commence on July 1 and end on June 30 unless otherwise provided for in these bylaws.

SECTION 2. The co-chairs shall:

- preside at meetings of the Board;
- be responsible for the preparation of each meeting agenda in consultation with the Deputy Commissioner of Higher Education or his/her designee and the Secretary to the Professional Standards and Practices Board;
- appoint the co-chairs and members of the Higher Education and Professional Practices subcommittees, pending approval of the full Board, and appoint members to other standing or ad hoc subcommittees as the Board may establish;
- serve as ex-officio, non-voting members on standing subcommittees for Higher Education and for Professional Practices, as well as such other standing or ad hoc subcommittees the Board may establish;
- recognize individuals and representatives of constituent groups who wish to address the Board or from whom the Board seeks to solicit information; and
- establish, with the concurrence of the Board, a time for hearing reports, positions and/or statements from individuals and/or constituencies external to the Board who have requested an opportunity to do so in advance and in writing.

SECTION 3. The Board shall report to the Board of Regents Committee on Higher Education on a periodic basis or as requested by the Committee on Higher Education, and shall report to the Board of Regents, as requested. The co-chairs of the Board are responsible for reporting to the Board of Regents.

*Article IV*  
*Subcommittees*

SECTION 1. The Board shall establish standing subcommittees on higher education and professional practices, as prescribed by the Board of Regents, and such other ad hoc and standing committees as it may deem necessary to effect the work of the Board.

SECTION 2. Higher Education subcommittee

- a. Subcommittee members shall be recommended by the Board co-chairs. A subcommittee chair or co-chairs shall be appointed by the Board co-chairs from among the subcommittee members and approved by the full Board. At least one of the subcommittee co-chairs shall be a higher education practitioner.
- b. Subcommittee membership shall be composed of a majority of representatives of higher education institutions in New York State that prepare teachers, and shall number at least twelve (12) voting members. Of these, at least six (6) members shall be representatives of postsecondary institutions; two (2) members shall be practicing teachers (one of the two teachers shall be a teacher of early childhood and/or elementary school and one teacher shall be a teacher of middle and/or secondary school); two (2) members shall be an administrator; two (2) members shall be a public representative; and one (1) member shall be a teacher education student representative. The teacher education student representative shall be a non-voting member of the subcommittee.
- c. Duties of the higher education subcommittee shall include, but not be limited to: issues of recommendations for teacher, leader, and pupil personnel services preparatory program standards; accrediting bodies and procedures; program registration; and certification requirements and relevant regulations.
- d. All subcommittee decisions shall be approved by the full Board.
- e. The subcommittee shall provide the Board with a report of its actions.

SECTION 3. Professional Practices subcommittee

- a. Subcommittee members shall be recommended by the Board co-chairs. A subcommittee chair or co-chairs shall be appointed by the Board co-chairs from among the subcommittee members and approved by the full Board. At least one of the subcommittee co-chairs shall be a practicing teacher.
- b. Membership shall be composed of a majority of practicing teachers in elementary, middle or secondary schools and shall number at least twelve (12) members. Of these, at least seven (7) members shall be teachers, two (2) members shall be administrators, one (1) member shall be a representative of an institution that prepares teachers; and two (2) members shall be public representatives. For purposes of voting on moral character cases referred to the subcommittee in accordance with the Regulations of the Commissioner (8NYCRR Part 83), the Board co-

chairs may appoint members from the Board at large to act as substitutes for absent members of the subcommittee, providing that the substitute members appointed represent the same categories as the absent members, i.e., teacher, administrator, representative of an institution that prepares teachers, or public representative.

- c. Duties of the Professional Practices subcommittee shall include, but not be limited to recommendations to the Commissioner regarding the disposition of teaching certificates for individuals with incomplete professional development issues; recommendations regarding models for professional development, mentoring, and career ladders; performance review; and other emerging needs impacting educational policy and practices.
- d. The subcommittee will regularly address matters relative to good moral character in teachers. The Professional Practices subcommittee shall meet with appropriate Department staff to review and act upon cases referred to it by the Deputy Commissioner of Higher Education or his/her designee in accordance with the Regulations of the Commissioner (8NYCRR Part 83). The subcommittee's recommendations on cases shall be reported to the Deputy Commissioner of Higher Education or his/her designee. When the subcommittee concludes by a majority vote that a substantial question of moral character exists, then notification shall be sent to the teacher or applicant by the Commissioner of Education in accordance with 8NYCRR Part 83.3.
- e. All subcommittee decisions shall be approved by the full Board, with the exception of recommendations in individual professional development cases and moral character cases as described in (c) and (d) of this Section.
- f. The subcommittee shall provide the Board with a report of its actions.

SECTION 4. The Board may form ad hoc subcommittees, with members to be appointed by the Board co-chairs. Ad hoc subcommittees shall be given due dates for completion of tasks and shall disband on that date.

#### *Article V* *Meetings*

SECTION 1. The Board normally shall meet annually six times for one or two consecutive days, by videoconference as appropriate, and for any additional meetings as called by the Board co-chairs.

SECTION 2. The Board shall approve decisions regarding recommendations to the Board of Regents by a majority vote of its membership. The co-chairs have full voting power on all decisions required by the Board. A record of dissenting votes and comments will be placed in the Board minutes.

SECTION 3. Meetings shall include, but are not limited to, the following elements: call to order; items of information; action items; discussion items; items for inclusion in future meeting agendas; and adjournment.

SECTION 4. Sixteen (16) members of the Board, including at least one teacher, one P-12 administrator, one representative of an institution that prepares teachers, and one public member shall constitute a quorum. The members at a Board meeting can approve actions by a majority vote, provided that a quorum is present.

*Article VI*  
*Duties of Staff*

SECTION 1. The Secretary shall:

- a. Liaison:
  - Serve as the liaison between the Deputy Commissioner for Higher Education, all SED departments, staff, and the PSPB;
  - Coordinate communication with SED departments for meetings: OSPRA, and other departments required for PSPB work;
- b. Facilitate:
  - Maintain the calendar
  - Arrange meeting locations and video conference meetings;
  - Collaborate with the co-chairs to draft meeting agendas;
  - Keep minutes of all full Board meetings;
  - Electronically circulate agenda, materials, and draft minutes to Board members prior to each meeting;
- c. Maintain All Electronic files and Hard Files:
  - Maintain files electronically and in hard copy;
  - Maintain and update the PSPB webpage;
- d. New Membership:
  - Solicit stakeholders and public for members;
  - Conduct interviews for membership;
  - Prepare recommendations of applicants
  - Draft Board of Regents items related to new members;
  - Conduct orientation for new Board members.
- e. Communication:
  - Draft and send Entry and End of Term letters; termination letters; and letters of support for members to employers;
  - Inform members via electronic or hard copy of meetings, materials, and any work-related needs.
  -

*Article VII*  
*Expectations of Members*

SECTION 1. The Board Members shall:

- Board members are expected to attend at least two-thirds of the meeting days scheduled each year. Members can be excused with prior notification for extenuating circumstances. Three absences in any year from scheduled meetings may be grounds for removal of the member from the Board.

- Board members are expected to prepare thoroughly for each meeting by reading and reacting to supporting documents, case information, etc., as provided.
- Board members are expected to work in a collaborative fashion with each other, the Board of Regents, various constituency groups and representative organizations, and SED staff. Board members are expected to express views and opinions or concerns openly and constructively.
- Board members are expected to promote the goal of achievement of New York State's Learning Standards by all students in our schools and the teaching quality initiatives adopted by the Board of Regents.

*Article VIII  
Amendments*

Any member of the Board may submit a proposed amendment to these bylaws. A written, full and complete text of the proposed amendment shall be provided to the membership at least thirty (30) days prior to the meeting at which the amendment is to be considered. Approval of the amendment shall be by two-thirds vote (20) of the membership and become effective upon approval by the Board of Regents.

*Article IX  
Approval of Bylaws*

These by-laws shall take effect upon a two-thirds vote (20) of the total membership, and upon approval by the Board of Regents.

Approved originally in: December 1998  
 Amended on: July 17, 2003  
 Amended on: January 24, 2013  
 Amended by PSPB on: July 12, 2017  
 Amended by PSPB on January 18, 2018  
 Approved by the Board of Regents on: February 12, 2018  
 Amended by PSPB on: May 18, 2020  
 Approved by the Board of Regents on: